

Record Search Access

The Clerk's Record Search application is now available via the internet from any computer. If you need to view Superior Court documents from home or any remote computer on the internet, you can!

If you are currently using Record Search please be aware that in the near future the Clerk of the Court's office will be migrating behind a security firewall which will separate our production servers and applications from the rest of the county network.

Once this occurs, Record Search will not be available at the current address!

In order to continue to offer access to Superior Court document images, we have made Record Search available on the internet. **The new URL to access Record Search is:**

<https://clerkdmz.co.apache.az.us/recsearch/Login.asp>

The biggest benefit of this change is that Record Search is now available to any user on the internet that has a login. You no longer need to be on the county network or have specific IP address security permissions to use Record Search. You can access this information from any computer on the internet.

To insure continued access to Record Search please do the following things immediately:

- ✓ Delete any existing Favorite saved for Record Search
- ✓ Use the URL above to open Record Search and save a new Favorite
- ✓ Change the URL address on any desktop icons that access Record Search

Things to Be Aware Of:

- Docketing and images will be visible on the new Record Search system the day after they are entered and scanned at the Clerk's office. The database and images on the new external server are updated once each evening between 7 – 7:30 pm. Data may not be available online during the update time.
- For current users, your login and password to Record Search should be the same as they are now. Court Partners who need a login can send an request email to lavalon@apacheclerk.net.
- Record Search has only been tested with Internet Explorer. We make no guarantee that it will function properly in any other web browser, although you are welcome to try.
- You may wish to associate .TIF file extensions with the image viewer of your choice. We recommend Kodak Image Viewer or Microsoft Office Document Imaging.
 - If QuickTime is installed on the computer you are accessing Record Search from, you are likely to encounter technical difficulties viewing images. The only known solution is to de-install QuickTime from the computer.
- You may receive security related messages when you login and the first time you view an image. You should say yes/ok/confirm and tell the computer NOT to ask you these questions every time if that option is available. Just read any messages that appear on screen, and answer appropriately. Be responsible with your login and password! It should not be shared with anyone nor saved on a computer outside of your workplace.
- You can send questions to lavalon@apacheclerk.net Thank you!